

MEDICAL VAN DRIVER

The Town of Uxbridge is seeking a Medical Van Driver for the Senior Center. This is a part-time, per diem grant position. Provide medical transportation for seniors via van or car throughout Worcester County and to the Providence VA Hospital. This position is an on call, per diem, flexible schedule and is paid one time per month and is funded by the Formula Grant at the current minimum wage. Must have a current and valid MA Driver's license, good driving record. Must attend MARTAP driver trainings and willing to obtain a CPR certification and consent to CORI check. Send cover letter, resume, and three professional references to Steve Sette, Town Manager, 21 South Main Street, Uxbridge, MA 01569 or email to HR@uxbridge-ma.gov.



Town of Uxbridge
21 S. Main Street
Uxbridge, MA 01569
Tel. 508-278-8600

NOTICE

POSTED: 12/7/2021

NOTICE: Part Time – Per Diem

CLASSIFICATION: Medical Van Driver

DIVISION: Council on Aging

REQUIREMENTS: Per attached job description

WAGE: \$14.25/hr.

AVAILABLE: 1/3/2022

APPOINTING AUTHORITY: Town Manager

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Posted: Town Hall, Library, Fire Department, Department of Public Works, Council on Aging, Police Station

The Town of Uxbridge is an Equal Opportunity Employer

COUNCIL ON AGING MEDICAL DRIVER

DEFINITION

Grant funded position is responsible for providing medical transportation and customer services to the Council on Aging (COA). Work includes picking up passengers at their homes and transporting them to medical appointments.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Operates vehicles in transporting senior citizens and disabled individuals;
- Participate in required MARTAP trainings and certifications;
- Follow Alcohol & Drug Testing Policy and Procedures;
- Performs vehicle inspection before each run and fills out inspections sheets as required;
- Communicates with dispatcher for transportation schedule and reports to supervisor any concerns related to vehicle maintenance issues;
- Maintains and updates client file information;
- Picks up individuals at their homes and transports them to and from medical appointments;
- Secures clients in van properly and safely;
- Ensures proper maintenance of vehicles;
- Observes and reports any unusual behavior or medical incidents;
- Maintains records of vehicle mileage, maintenance, scheduled and trip reports;
- Calls for assistance in an emergency and provides comfort assistance as necessary until specialized medical personnel arrive;
- Performs similar or related work as required;
- Must be flexible and work on an on-call basis as needed each month.

SUPERVISION RECEIVED

Under direct supervision, where clear, detailed and specific instructions govern the work or are explained with each assignment. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the guidelines or instructions.

JUDGMENT AND COMPLEXITY

The work involves numerous standardized practices, procedures, or general instructions that govern the work and requires additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints, interact with challenging personalities and/or effectively navigate difficult circumstances.

CONFIDENTIALITY

Employee has access to some confidential and sensitive information in the performance of their duties

EDUCATION AND EXPERIENCE

High School diploma or equivalent and from one to up to three years of commercial driving experience or related experience or any equivalent combination of education and experience.

Must be willing to become CPR and First Aid certified and provide current and valid MA driver's license & good driving record. CORI check required

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of driving rules and regulations, the geographical layout of the Town and surrounding area, and the operation of the bus; knowledge of CPR/First Aid and the ability to administer CPR/ First Aid.

Abilities: Ability to maintain harmonious working relationships; work independently; maintain confidentiality. Ability to stay calm and deal tactfully, patiently and appropriately with all clients; Ability to show empathy and compassion. Ability to read, write and properly communicate with passengers and others; ability to work effectively with the senior population and disabled individuals.

Skills: Superior customer service skills and people skills. Excellent driving skills.

WORK ENVIRONMENT

The majority of work is performed in an office setting and out on the road with residents.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment, medical equipment weighing up to 30 pounds.

Motor Skills

Duties involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes, reading and following directions and GPS when necessary.